

GEAUGA PARK DISTRICT
MINUTES
FEBRUARY 10, 2004

The regular meeting of the Geauga Park District Board was held on February 10, 2004, at the Park District office, Chardon, Ohio. The meeting was called to order at 3:30 p.m. President Robert McCullough was in the chair. Board members Betty Cope and Mark Rzeszotarski were present. Employees present were: Tom Curtin, Keith McClintock, Les Bednar, Sherry Bosworth, Nate Eppink, Paige Hosier, John Oros, Eileen Smith, and Jim Ziemnik. Geauga Park District Foundation representative present was Don Hornak.

ADOPTION OF THE AGENDA

Miss Cope moved to accept the agenda as revised for the meeting.

Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

ADOPTION OF THE MINUTES OF JANUARY 13, 2004

Dr. Rzeszotarski moved that the minutes January 13, 2004, be approved as amended.

Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

FINANCIAL STATEMENT
FOR THE MONTH ENDING
JANUARY 31, 2004

GENERAL FUND

BALANCE JANUARY 1, 2004	1,238,011.46
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EXPENDITURES	289,046.78
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Personnel	160,385.76
PBX- December	185.06
Medicare	1,574.56
Ohio PERS	19,507.70
Hospitalization –January	27,012.66
Unemployment Comp	1,260.00
Vouchers	79,121.04

RECEIPTS	11,125.05
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Fees:	
Rookery Heat	240.00
Gourd Pin Workshop	100.00
Rental Properties-January	
- McKinnon- Hyde House	350.00

- Kolar - Burton Wetlands House	350.00	
- Harry - Swine Creek House	350.00	
- Property Lease – Marsic	582.00	
Sales: Nature Stores	891.89	
Donation: R. Pender Memory of Frank Pender-Park Bench	500.00	
OPERS Refund (R. Conway 1997)	41.64	
Chardon Muni Court- Citation Disb.	53.00	
Unclaimed Check refund - Library of Congress	30.00	
Local Government Funds	6,435.50	
Interest earned-December	1,201.02	
BALANCE JANUARY 31, 2004		960,089.73

CONSTRUCTION FUND

BALANCE JANUARY 1, 2004 **2,040,080.05**

EXPENDITURES **385,426.22**

Vouchers 385,426.22

RECEIPTS **3,854.09**

Interest Earned-December 1,940.41

Donations:

 Janet Kearney 25.00

 Dale Ryan 100.00

 Russell Family 175.00

 K & M Post - Memory of R. Petersen 25.00

 Vacik- Memory of R. Petersen 100.00

Taxes remitted - CEI Property 1,269.98

Royalties: Oxford Oil - Ford Well 218.70

BALANCE JANUARY 31, 2004 **1,658,507.92**

VOUCHER RESOLUTION NO. 03-04

Miss Cope moved the adoption of the voucher resolution, a copy of which is on file in the Park District office, so marked Resolution No. 03-04.

Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

COMMUNICATIONS TO THE BOARD

Tom Curtin shared a letter he received from the Geauga County Dog Warden, Matt Granito. Mr. Granito would like to thank Geauga Park District for their very innovative programs and “especially thanked Keith McClintock for his handling of [Mr. Granito’s] office volunteers, Eileen Smith and staff for [their] help ... and Miriam Osredkar for all her efforts in regards to the *Hound Hike*.”

Dr. Rzeszotarski shared a request he received from Barbara Kumher. For 20-25 years, Mrs. Kumher and her family had a “spring picnic” the Sunday before Presidents’ Day in February, using the lodge. Mrs. Kumher requested special permission to use the lodge for this family gathering. The lodge at Swine Creek has not been available to the public for reservations. The

Park is currently upgrading the lodge for patron use beginning in the spring of 2004. Mr. Curtin issued a special use permit to the Kumher family.

Miss Cope made reference to the previously reported inquiry from Bill and Pat Papenbrock expressing their displeasure with Geauga Park District in removing the Silver Creek dam. Miss Cope commented on Keith McClintock's good response to the Papenbrocks, which gave the Papenbrocks background and a timeline for the Silver Creek dam restoration project.

Dr. Rzeszotarski made reference to a recent visit to the headquarters of the American Society of Metals (ASM) to observe the unique winter solstice phenomena at their building. While touring the building, one of ASM's staff members expressed an interest in having a picnic table outside the atrium. Dr. Rzeszotarski commented that in interest of being a "good neighbor," could we possibly loan to ASM a picnic table? Mr. Curtin responded that he would make arrangements to honor this request.

OPEN TO THE PUBLIC

Paige Hosier introduced Don Hornak, a foundation member. Mr. Hornak expressed his long over due thanks to Mr. McCullough for being a great seventh grade science teacher. Mr. Hornak was one of Mr. McCullough's students.

Nate Eppink, Marketing Assistant, shared with the Board that he has been working on Geauga Park District's website. He has added a wildlife-sighting page. This page is on-line, which would allow patrons to indicate where and when the sighting occurred, as well as an opportunity for patrons to search the database for information.

Miss Cope remarked on an article she had seen in the newspaper regarding the artwork grants. Miss Cope questioned where did the funding come from for these grants. Tom Curtin replied that there is a "line" item in the general fund budget under grants programs.

Mr. McCullough asked if we had received any feedback from West Geauga Schools with reference to the binocular programs that were conducted at the elementary schools. Mr. Curtin reported the parents from both elementary schools were most impressed with this program.

2004 BUDGET APPROPRIATIONS – RESOLUTION NO. 04-04

In the Board packet, the Board members were provided copies of the 2004 Budget for their review. The Board reviewed the Budget prior to the meeting with Keith McClintock and Sherry Bosworth. The Board commended the staff or their thoroughness.

Mr. McCullough moved the adoption of the following resolution:

RESOLVED:

SECTION I That to provide appropriations for the current expenses and other expenditures of the Geauga Park District during the fiscal year commencing January 1, 2004 the following sums are hereby set aside and appropriated as follows:

SECTION II That there be appropriated from the General Park Board Fund:

63-S05	PERSONNEL	1,998,641.00
63-S05 H	HOSPITALIZATION	352,288.00
63-S05 M	MEDICARE	25,048.00
63-S05 P	OHIO PERS	275,808.00
63-S05 W	WORKERS' COMPENSATION	9,717.00
63-S05 U	UNEMPLOYMENT COMPENSATION	6,300.00
64-S05	SUPPLIES	138,550.00

65-S05	MATERIALS	182,031.00
66-S05	EQUIPMENT	206,328.00
67-S05	CONTRACT - REPAIR	28,205.00
68-S05	CONTRACT - SERVICES	739,407.00
71-S05	ADVERTISING	11,325.00
72-S05	TRAVEL AND EXPENSES	14,298.00
76-S05	OTHER	132,778.00
76A-S05	CONTINGENCY	300,000.00
999-S05	TRANSFERS	<u>3,550,000.00</u>
	TOTAL	7,970,724.00

SECTION III That there be appropriated from the Construction Fund:

70-Q41	CONTRACT - SERVICES	490,374.00
71-Q41	CONTRACT - PROJECTS	1,218,697.00
72-Q41	LAND ACQUISITION	3,587,760.00
77-Q41	OTHER	<u>300,000.00</u>
	TOTAL	5,596,831.00

Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

MEADOW MANAGEMENT

Controlled Burns

Paige Hosier, Marketing Director, showed the Board a portion of the Park video, which Lake Erie Video is working on, depicting controlled burns. John Oros, Land Steward, described this process to the Board. These controlled burns are done during the dormant season, before the growing season and the birds come to nest.

Mowing

Mr. Oros informed the Board that there are approximately 240 acres of meadow currently managed. New acquisitions have brought open areas to 585 acres, some of which will be managed through agricultural leases. Last year, the Park District was able to mow approximately 70 of these acres. Each park area contains different habitat. Miss Cope asked when mowing starts. Mr. Oros responded that the ideal time would be to start mowing after the Geauga County Fair. Dr. Rzeszotarski asked about the Music Street Link. Mr. Oros responded that that meadow has not been evaluated, but he would look at it. Mr. McCullough questioned Russell Park's mowing schedule. Mr. Oros responded that the Park District has been mowing half of the meadow per year to postpone woody succession. It is our intention to mow one-third of the meadow as woody species are eliminated. We are investigating outsourcing some of the mowing on a per year rotational basis. Outsourcing to a contractor with larger equipment would allow the Park District to mow a smaller percentage of meadow habitat on an annual basis.

GREAT LAKES CONSTRUCTION COMPANY

CHANGE ORDER NO. 5

Mr. Curtin reported to the Board Great Lakes Construction Company's Change Order No. 5 deals with an extension of time. Originally, we had anticipated that the substantial completion date for

this project would be November 15, 2002. Due to weather considerations, that date was changed to September 22, 2003. This was a mutually agreed upon date.

Dr. Rzeszotarski moved to approve Great Lakes Construction Company's Change Order No. 5 with reference to an extension of time for the substantial completion of this portion of The Maple Highlands Trail from November 15, 2002, to September 22, 2003.

Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

CHANGE ORDER NO. 6

Mr. Curtin reported to the Board Great Lakes Construction Company's Change Order No. 6 reflects a decrease in the contract price due to non-performance items. This decrease is in the amount of Fifteen Thousand Eight Hundred Ninety-Two Dollars and Twenty-Nine Cents (\$15,892.29).

Mr. McCullough moved to approve Great Lakes Construction Company's Change Order No. 6 with reference to a decrease in the contract price for non-performance items in the amount of Fifteen Thousand Eight Hundred Ninety-Two Dollars and Twenty-Nine Cents (\$15,892.29).

Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

PAY REQUEST NO. 6

Mr. Curtin presented to the Board Great Lakes Construction Company's Pay Request No. 6 in the amount of Eighty-Eight Thousand Twenty-Three Dollars and Fifty-One Cents (\$88,023.51). This represents payment for work that has already been performed plus extra work performed less the retainage. We are still retaining Forty Thousand Eight Hundred Three Dollars and Seventy-Nine Cents (\$40,803.79).

Dr. Rzeszotarski moved to approve Great Lakes Construction Company's Pay Request No. 6 in the amount of Eighty-Eight Thousand Twenty-Three Dollars and Fifty-One Cents (\$88,023.51) as stated above.

Miss Cope seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

AFFELDER SITE PLAN

Jim Ziemiak, Landscape Architect, showed the Board site plan drawings for the Affelder cottage and surrounding buildings. Mr. Ziemiak indicated that the drive would have a "pull off" area. Dr. Rzeszotarski questioned whether the driveway had a large enough radius for a fire truck or bus turnaround. Mr. Curtin indicated that we would have Russell Township Fire Department come out to make sure the driveway had a large enough radius to accommodate a fire truck. Mr. Ziemiak indicated that the product used for the parking spaces would be a geo-cell material. The parking lot areas would hold a maximum of 10 cars. The pathways, patio entrance, and the main public entrance would be ADA accessible. The garage would stay, but the carport will be removed. This project is targeted for construction and upgrades during the summer of 2004.

Mr. Curtin stated that we are waiting for Russell Township to answer the question as whether we can tie into the sewer system at Surrey Downs. Christine Livers is basically in favor of tying into the sewer system. However, she does share some of the same concerns Jim Dickson has and would be looking into the legitimacy of these concerns. Greg Studen has expressed that he is in favor of the tie in.

PARK UPDATES

Tom Curtin updated the Board on the following:

THE MAPLE HIGHLANDS TRAIL – CENTRAL – We will be responding to the Ohio Department of Transportation’s (ODOT) questions raised by them on The Maple Highlands Trail Environmental Report. Jay Abercrombie, Biologist, will be supplying information for our response back to the Ohio Department of Transportation by mid-February. We plan to get the bid packet out in March.

THE MAPLE HIGHLANDS TRAIL – NORTH – EDP Consultants Inc. have completed their fieldwork on the trail. Classification of the soil logs is complete, as well as tests for plastic and liquid limits. Tests for direct shear are underway. Hopefully, we will have these tests by the end of the month. After all the tests have been completed, EDP Consultants Inc. will check the slopes to see if they have been built to specifications. At which time, they will make suggestions on how to correct the problem.

BASS LAKE PRESERVE – Things are falling in place on the plans to upgrade the clubhouse. We plan to have received and reviewed proposals by the next Board meeting and have a recommendation for the Board. Dr. Rzeszotarski questioned the timeline for this project. Mr. Curtin responded that he anticipates work to get underway by May.

The Board took a break commencing at 5:30 p.m. and returning at 5:40 p.m.

CLEVELAND TOURING CLUB DONATION

Tom Curtin reported to the Board that he received a phone call from a member of the Cleveland Touring Club. The Club would like to donate \$3,000.00 to Geauga Park District for an amenity to the bike trail. Mr. Curtin indicated that there would be an opportunity to discuss how we would like to use this money in the near future.

SURPLUS PROPERTY – KREHLIK

Gauga Park District purchased the Krehlik property in 1998. This property contains a house, which the Park District rented out until the end of 2003. The house is of no further use to the Park District. Mr. Curtin asked the Board to declare this house surplus property. The house would then be destroyed.

Miss Cope moved to declare the house on the Krehlik property surplus and destroyed for the reason stated above.

Dr. Rzeszotarski seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

BESSIE BENNER METZENBAUM – CHIP SEAL CONTRACT

Mr. Curtin reported to the Board that we contacted 15 contractors to advise them of the project and our request for proposal (RFP). Four contractors responded:

Ronyak Brothers Paving	\$27,083.00
GAR Paving	\$33,273.00
Burton-Scot Contractors	\$38,150.00
Carron Paving	No bid submitted

These bids had several itemized options, particularly on the road slopes/contour, swale restoration, and drainage.

Upon reviewing the RFPs and the itemized options, Ronyak Brothers Paving arrived at an amended contract price of Twenty-Four Thousand Four Hundred Sixty-Four Dollars (\$24,464.00).

Mr. Curtin recommended to the Board to award the contract to Ronyak Brothers Paving in the amended amount stated above.

Dr. Rzeszotarski moved to approve the chip seal contract to Ronyak Brothers Paving in the amount of Twenty-Four Thousand Four Hundred Sixty-Four Dollars (\$24,464.00).

Miss Cope seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

THE MAPLE HIGHLANDS TRAIL – OVERSITE ENGINEER

Geauga Park District sent out RFPs for an oversight engineer for The Maple Highlands Trail. Two responses were received:

Burgess & Niple, Inc.
Environmental Design Group

Mr. Curtin recommended Environmental Design Group to the Board. This recommendation is based on past work experience with the Ohio Department of Transportation, wetland projects, and LPA projects. This recommendation is contingent upon a satisfactory meeting with other members of their team. The cost for an oversight engineer will be negotiated prior to awarding the contract.

Dr. Rzeszotarski moved to approve Environmental Design Group as the oversight engineer for The Maple Highlands Trail, contingent upon meeting with other members of their team.

Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

EXECUTIVE SESSION

Mr. McCullough moved to go into Executive Session at 5:50 p.m. for the purpose of discussing land acquisitions and personnel matters.

Miss Cope seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

The Board returned from Executive Session at 8:35 p.m. The following has been discussed for resolution.

LAND ACQUISITIONS

Montville Township

Dr. Rzeszotarski moved to authorize the Executive Director enter into negotiations for land in Montville Township.

Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

Grandview Golf Course

Dr. Rzeszotarski moved to authorize the Executive Director to proceed with the purchase of railroad right-of-way property from Grandview Golf Club, Inc. of 0.6461 acres of land for the purchase price of Ten Thousand Dollars (\$10,000.00).

Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

PERSONNEL

Accounting Position

Dr. Rzeszotarski moved to authorize the hiring of a full-time accountant to assist the Business Affairs Director. This is an upgrade from the bookkeeping position.

Mr. McCullough seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Mr. McCullough	Yes
Dr. Rzeszotarski	Yes
Miss Cope	Yes

DEPARTMENTAL REPORTS

Departmental reports from the Supervisors were submitted for the month of January to the Executive Director and a summary sheet was forwarded to the Board in their mailing packets prior to the Board meeting.

The meeting adjourned at 8:40 p.m.

SUNSHINE LAW COMPLIANCE

The rules of the Park Board were complied with by sending notice pursuant to the rules adopted by the Board.

Respectfully submitted,

Thomas G. Curtin, Executive Director

Robert McCullough, President